



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: **Contract Administrator** (*provisional appointment)

SALARY: \$42,939 - \$55,230 annually

LOCATION: Monroe County Department of Finance – Controller's Office

JOB SUMMARY:

This is a professional administrative position responsible for providing technical assistance to staff as contracts are being developed, incorporating performance measurements, and monitoring contracts. Duties include developing and implementing standard procedures designed to reduce costs and duplication of services. The employee reports directly to, and works under the general supervision of, a higher-level staff member.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience in contract development, budget and/or financial analysis, OR reviewing, analyzing, developing or executing contracts; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid experience as described in (A) above; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614

Posting Deadline: October 11, 2006

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer